

## MEMORANDUM

TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: April 27, 2011  
FOR AGENDA: May 5, 2011  
SUBJECT: Amendments to the FY2010-2011 Budget

Since your last meeting on April 7, 2011, the following changes, as also shown in the attachment, have taken place that need to be reflected in this year's budget:

	Revenue Increases	Expenditure Increases
Paratransit Administration/Contractor	\$235,660	\$235,660
Bristol Incentive Housing Zone Project	\$5,000	\$19,000 [miscellaneous]
TOTALS	\$240,660	\$254,660

### PARATRANSIT ADMINISTRATION

We are paid a set amount annually by ConnDOT for administering our Paratransit Service; and we are reimbursed by ConnDOT for expenses incurred in the operation of that service. A number of times during the year they monitor our expenditures and adjust our grant amount for operations to cover our costs. In April they made such an adjustment and increased our grant by \$235,660, which we expect to expend on our services by the end of this fiscal year on June 30<sup>th</sup>. This amount was not anticipated in our annual budget for this year. It is always difficult to forecast paratransit ridership.

### BRISTOL INCENTIVE HOUSING ZONE (IHZ) PROJECT

When we prepared last year's budget we anticipated receiving a \$15,000 State IHZ grant from the City of Bristol to complete an Incentive Housing Zone Study. After further consideration it was determined that this Study would best be done by the University of Connecticut Center for Real Estate and Urban Economics under a \$20,000 grant from the City with the Agency providing administrative services for \$1,000 under that grant. As a result, we received the \$1,000, but did not receive the \$15,000 that had been awarded to the City for this project. At this point there is no way to make up that difference other than by reducing our contingency. All the grant approvals had been secured when this project was included in the Budget; it was not possible to anticipate the City's change in thinking on this project.

On that basis, it is my

#### RECOMMENDATION

that your Committee

Recommend that the Agency Board amend the FY2010-2011 Budget as noted in the Attachment to this memorandum.

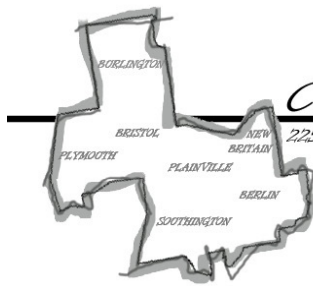
cc: Agency Board  
Attachment: Proposed Budget Amendment Spreadsheet

Central Connecticut Regional Planning Agency  
Fiscal Year 2010-2011

ADOPTED  
BUDGET  
for April 7,  
2011

PROPOSED  
BUDGET  
for May 5, 2011

Revenues		
Municipal Contributions	91,500	91,500
Transportation Planning Grant	577,392	577,392
<b>Paratransit Admin./Contractor</b>	<b>1,319,340</b>	<b>1,555,000</b>
Paratransit System Advertising	1,000	1,000
R5EPT	500	500
CEDS	48,000	48,000
Pequabuck River Dam Removal	10,000	10,000
<b>Bristol IHZ</b>	<b>15,000</b>	<b>20,000</b>
CERT Support	8,000	8,000
Miscellaneous Revenues	6,200	6,200
Total Revenues	2,076,932	2,317,592
Expenses		
Salaries & Payroll Taxes	390,056	390,056
Retirement/Administration	12,461	12,461
Health/Life Insurance/ STD	119,764	119,764
D&O/Liability/Bonding Ins.	6,000	6,000
Accounting/Legal	14,500	14,500
<b>Paratransit Contractor</b>	<b>1,229,340</b>	<b>1,465,000</b>
Equipment Service Cont./Maint.	4,500	4,500
Equipment /Software Purchases	21,895	21,895
Rent	30,180	30,180
Office Cleaning	4,200	4,200
Telephone/Postage	6,500	6,500
Supplies	7,500	7,500
Training/Workshops/Sem./Conf.	21,500	21,500
Travel in State	13,000	13,000
Dues/Subscription	11,326	11,326
Publications	300	300
Advertising	4,000	4,000
CPC Referral Consultant	3,500	3,500
Pequabuck River Dam Removal	10,000	10,000
<b>Miscellaneous Expenditures</b>	<b>9,400</b>	<b>28,400</b>
<b>Contingency</b>	<b>157,010</b>	<b>143,010</b>
Total Expenses	2,076,932	2,317,592



## MEMORANDUM

TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: April 8, 2011  
FOR AGENDA: May 5, 2011  
SUBJECT: Transit Programs Manager Classification Description

Last year with the departure of our Deputy Director and other personnel changes, we undertook a significant staff re-organization. Our new structure appears to be working extremely well, however over the year as the Transit Programs Manager position has clarified itself, it has become apparent that the Classification Description for the position no longer accurately matches the actual position function.

Staff has reviewed the existing classification description and suggests the changes noted on the attachment, which change details in the description, but not the overall nature of the position such that it would require a change in salary. On that basis, it is my

### RECOMMENDATION

that your Committee

Recommend that the Agency Board approve an amendment to the Personnel Policy to revise the Classification description of the Transit Programs Manager as noted on the attachment.

cc: Agency Board

Attachment: Transit Programs Manager Classification Description

~~Strikeout~~ = language to be deleted\_

Underlined = proposed language

## POSITION DESCRIPTION

TITLE: Transit Programs Manager

### Minimum Knowledge/Qualifications:

Bachelor's degree from an accredited college with an emphasis in planning, management, or social services, experience with web site and geographic information systems maintenance; or other combinations of education and experience which may be judged equivalent by the Executive Director;

### General Duties:

- ~~Prepares correspondence, reports, and other communications~~ Communicates ideas clearly in both oral and written forms
- ~~Distributes information to the public;~~
- Responds to telephone, fax, and Telecommunications Device for the Deaf (TDD) communications
- ~~Receives visitors and provides customer service~~ Greets visitors, makes appointments, files and retrieves correspondence and records
- Updates the Agency's web site, including meeting documents and calendars
- Provides support to the Office Manager and other staff as needed
- Administers the regional paratransit service program policies; trains staff on paratransit policies and procedures to fill in when needed

### Specific Duties

~~Manages paratransit vendor operations,~~ Manages paratransit contracts with State and subcontractor(s), including development, solicitation, and review of RFPs

~~Manages advertising contracts with subcontractor(s), including development and review of RFPs~~  
Monitors contractor performance;

As requested, supports contractor(s) paratransit vehicle driver training (including sensitivity)

Enforces compliance with contracts and pertinent regulations and policies when necessary

~~Reviews contractor invoices and approves payment~~ Reviews bus vendor invoices and approves payments, policies and strategies for improving efficiency of ADA services

Develops yearly ADA service needs and budget

Prepares and submits regular operational reports to State, federal government, and other parties as needed ~~Prepares monthly operating reports, other status and informational materials; organizes and retrieves data, conducts statistical analyses and conducts general financial audits of transit operations~~

Serves as Agency liaison for paratransit with local, municipal, regional, and statewide actors

~~Serves as Agency liaison to municipal, regional, and statewide transit and paratransit organizations, Works with disability commissions to improve ADA services and promote the use of fixed route services by persons with disabilities~~ Monitors fixed route bus service and recommends changes

Provides information by phone, e-mail, and one-on-one about transportation services, including paratransit

Speaks to public and local groups about transportation services; reaches out to and responds to public on transportation issues

Coordinates with adult services providers, commissions on persons with disabilities, State agencies, and other relevant transportation/paratransit service providers

Provides support to ADA Advisory Committee

Reviews applications for ADA certification ~~Conducts the Americans with Disability Act (ADA) eligibility certification process~~

Notifies and re-certifies paratransit clients as needed

Maintains database(s) of certified and active clients ~~Maintains passenger/vehicle databases; reviews passenger re-certifications~~

Develops, maintains, and reviews as needed paratransit policies and procedures

Addresses complaints in a timely and mutually satisfactory manner ~~Responds to passenger complaints and maintains a file of complaints and related actions~~

Handles passenger and driver/vehicle incidents including accidents, misbehavior, 'no-shows,' and complaints ~~Enforces paratransit service policies regarding "no shows" and passenger misbehavior; and maintains records of actions taken~~

~~Communicates with individuals, groups, persons with disabilities, etc., in writing and in oral presentations~~

Applies relevant corrective/disciplinary policies when necessary; Keeps records of all incidents and actions taken in response

Develops strategies with Senior Planner and staff to improve effectiveness and efficiency of transportation services in and around the region

Assists the state in administration of grant programs (5310, Fixed Route, JARC, LOCHSTP, Matching Grant Program, New Freedom), by solicitation, review, and submission of applications

~~Serves as first responder in the office to the telephone, FAX, and telecommunications device for the deaf (TDD) messages~~

~~Distributes incoming mail and assures timely mailing of outbound mail~~

~~Develops yearly ADA budget and Annual Report, and markets ADA transit services;~~

~~Administers the LOCHSTP program Administers the Section 5310 nonprofit dial-a-ride bus grant application program~~

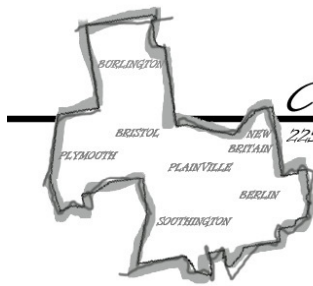
~~Performs other duties as assigned~~

Special/Knowledge/ Skills/Abilities:

- Physical and legal ability to travel from site to site to carry out all assigned duties
- Ability to touch-type 40 wpm, ~~proficiency with word processing, spreadsheet, data processing, and GIS software~~
- Ability to use different types of office equipment including photocopiers, postage meter, FAX machine, and TDD communication systems
- Ability to use PC computer word processing, spreadsheet, and database software, including Microsoft Word, Access, Excel, etc.; as well as office equipment including photocopiers, postage meter, fax machine, and TDD

Supervised by: Senior Planner

Supervision exercised: None



## MEMORANDUM

TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: April 27, 2011  
FOR AGENDA: May 5, 2011  
SUBJECT: Employee Health Insurance - Medicare

The Agency offers its full-time employees and dependents health insurance thru Anthem Blue/Cross Blue/Shield (“Anthem”).

Employees who reach the age of 65 can choose, instead, to be covered by Medicare.

There are two important differences between Anthem and Medicare:

1. Payment Amounts - some things covered by both insurers require higher co-pays under Medicare.
2. Covered Expenses - some things covered by Anthem, e.g. annual physicals and certain prescriptions, are not covered at all by Medicare.

The Payment Amount differences (#1 above) can be taken care of by a Medicare Advantage Plan (“Advantage”). There is no insurance plan to take care of the differences in Covered Expenses.

It is in the Agency’s best interest to encourage qualified employees and their dependents to obtain Medicare coverage because each employee or dependent who chooses to be covered by Medicare can save the Agency up to \$10,000 a year in health insurance premium costs.

It does no harm to an employee/dependent to switch to Medicare when he/she incurs no additional health insurance costs as a result of relinquishing his/her Anthem coverage.

To achieve a win-win solution to this part of the problem of escalating health insurance costs, last year the Agency Board amended the Personnel Policy by adding the following language:

“Employees who elect coverage through Medicare may be reimbursed up to \$2,000 annually for out-of-pocket medical expenses which would have been covered by the Agency's regular employee health insurance policy but

are not covered by Medicare, nor by the Medicare supplemental coverage.”

That Policy language does not cover dependents, which discourages qualified dependents from enrolling in Medicare. Our insurance broker has advised clearly that “there is nothing illegal about this reimbursement arrangement. The only problem you could have is if you had another employee over 65 in your exact same situation and did not treat them in the same way. This could be construed as discrimination.”

On that basis, it is my

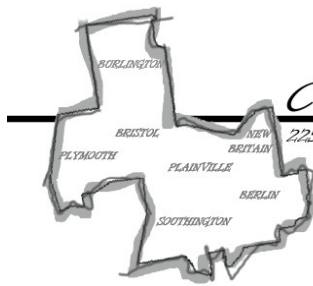
#### RECOMMENDATION

that your Committee

Recommend that the Agency Board amend the Personnel Policy as noted below:

“Employees and dependents who elect coverage thru Medicare ~~may be reimbursed~~ will be provided coverage under a Medicare supplemental plan, and will be held harmless by the Agency up to \$2,000 each annually for out-of-pocket medical expenses which would have been covered by the Agency's regular employee health insurance policy but are not covered by Medicare, nor by their Medicare supplemental coverage.”

cc: Agency Board



## MEMORANDUM

TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: April 29, 2011  
FOR AGENDA: May 2, 2011  
SUBJECT: Personnel Policy Amendment: Change Assistant Planner Title to Planner

At your last regular meeting on April 5, 2011, you recommended that the Agency Board amend the Personnel Policy to add a Classification Description for an “Assistant Planner,” which was done. Much of the time of the person occupying this position will be involved in transportation planning. Before this person can charge time to our transportation planning grant, the position must be included in our Unified Planning Work Program (UPWP). Our UPWP includes a position titled “Planner.” On that basis, it is my

### RECOMMENDATION

that your Committee

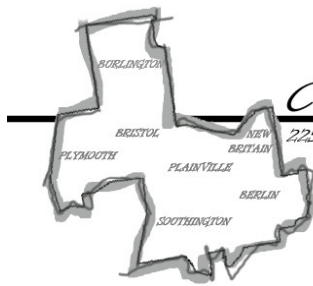
Recommend that the Agency Board amend the Classification Description for the Assistant Planner to give that position the title of “Planner.”

### Discussion

This proposal could have been incorporated in last month’s action establishing the Assistant Planner classification description, if we had a clear understanding of the anticipated work assignments to be given to the position at that time. We now have that understanding and it is easier to change the position description than to amend the UPWP (requires state and federal approvals).

cc: Agency Board





## MEMORANDUM

TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: April 28, 2011  
FOR AGENDA: May 5, 2011  
SUBJECT: Draft FY2011-2012 Budget

The attached Draft Budget for FY2011-2012 reflects the change made at the April 7<sup>th</sup> meeting - elimination of the 2% cost-of-living adjustment. It also reflects the addition of a \$164,500 DEP grant to the Agency for the removal of the Pequabuck River Dam in Bristol. Virtually all other amounts in the budget have remained the same, and are subject to further adjustment depending upon the actions of the Legislature and others. This budget needs to go to the Agency Board in June. On that basis, it is my

### RECOMMENDATION

that your Committee

Review the attached Draft FY2011-2012 Budget and make appropriate adjustments prior to presentation to the full Board at their June 2<sup>nd</sup> meeting.

cc: Agency Board

Attachment: Draft FY2011-2012 Budget

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY  
BUDGET FY 2011-2012**

**REVENUES**

	BUDGET	Actual as of	Estimated for	Proposed
	FY 2010-2011	3/31/2011 2010-2011	FY2010-2011	FY2011-2012
		YTD	Year End	BUDGET
Municipal Contributions	\$91,500	\$91,500	\$91,500	\$91,500
Transportation Planning Grant	\$577,392	\$239,316	\$320,014	\$642,576
Paratransit Admin./Contractor	\$1,555,000	\$1,162,624	\$1,485,480	\$1,555,000
SGIA	\$0	\$5,587	\$5,587	\$5,587
CERT Administrative	\$8,000	\$5,600	\$8,000	\$8,000
R5EPT	\$500	\$625	\$500	\$2,500
CEDS - Municipality	\$0	\$0	\$0	\$10,000
CEDS - USEDA	\$48,000	\$0	\$28,000	\$20,000
Pequabuck River Dam Removal	\$10,000	\$50,000	\$50,000	\$164,500
Bristol IHZ	\$15,000	\$20,000	\$20,000	\$0
Sustainable Communities	\$0	\$0	\$11,111	\$33,333
Paratransit Advertising	\$1,000	\$0	\$0	\$100
Miscellaneous Revenues	\$6,200	\$3,774	\$4,200	\$1,000
<b>Total Revenues</b>	<b>\$2,312,592</b>	<b>\$1,579,026</b>	<b>\$2,024,392</b>	<b>\$2,534,096</b>

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY  
BUDGET FY 2011-2012**

**EXPENSES**

	BUDGET	Actual as of 3/31/2011 YTD 2010-2011	Estimated for Year End FY2010-2011	DRAFT BUDGET FY2011-2012
Salaries & Payroll Taxes	\$390,056	\$283,857	\$374,185	\$455,770
Retirement/Administration	\$12,461	\$5,308	\$7,780	\$14,039
Health/Life Insurance/STD	\$119,764	\$65,582	\$82,826	\$135,744
D&O/Liability/Bonding Ins.	\$6,000	\$4,976	\$4,976	\$6,410
Accounting/Legal	\$14,500	\$7,200	\$9,000	\$15,500
Paratransit Contractor	\$1,465,000	\$1,098,392	\$1,395,480	\$1,465,000
Equipment Service Cont./Maint.	\$4,500	\$650	\$1,335	\$3,500
Equipment/Software Purch.	\$21,895	\$13,551	\$15,000	\$27,900
Rent	\$30,180	\$25,150	\$30,180	\$30,180
Office Cleaning	\$4,200	\$2,250	\$3,000	\$5,200
Telephone/Postage	\$6,500	\$3,984	\$5,000	\$5,000
Supplies	\$7,500	\$929	\$1,500	\$4,000
Training/Workshops/Sem./Conf.	\$21,500	\$6,166	\$18,000	\$18,000
Travel in State	\$13,000	\$5,513	\$11,000	\$18,000
Dues/Subscription	\$11,326	\$6,193	\$8,000	\$11,346
Publications	\$300	\$300	\$300	\$400
CPC Referral Consultant	\$3,500	\$1,216	\$2,200	\$2,940
Advertising	\$4,000	\$415	\$1,000	\$3,000
Pequabuck River Dam Removal	\$10,000	\$5,606	\$10,000	\$164,500
Berlin/NB Solid Waste - RPI	\$0	\$0	\$0	\$0
Miscellaneous Expenditures	\$9,400	\$22,023	\$23,000	\$6,000
Contingency	\$157,010	\$0	\$0	\$141,667
<b>Total Expenses</b>	<b>\$2,312,592</b>	<b>\$1,559,261</b>	<b>\$2,003,762</b>	<b>\$2,534,096</b>

**Budget Detail - Expenditures  
Payroll and Taxes**

Title	FY10/11 Salaries	Changes	FY11/12 Salaries
Executive Director	96,710	1,934	98,644
Sr. Plnr/IT Mgr.	51,000	1,020	52,020
Sr. Pln/Assist. Dir.	12,716	0	0
Regional Planner	42,000	840	42,840
Regional Planner	42,000	840	42,840
Transportation Plnr.	42,000	840	42,840
Planner	0	0	40,000
Office Manager/Bkkp	45,068	901	45,969
Transit Prog. Mgr.	41,000	820	41,820
Intern	1,434	0	6,600
Sub Totals	<u>373,928</u>	<u>7,196</u>	<u>413,573</u>
Employer SS & Medicare portion (7.65%)			31,638
Unemployment Comp (6.8%)			8,609
Workers Compensation			1,600
Payroll Admin Costs			350
Sub Total			<u>42,197</u>
Budget Amount			<u><u>455,770</u></u>

2% Performance Salary Increase

Current ING Plan

Executive Director	96,710.00
Sr. Plnr./IT Mgr.	51,000.00
Regional Planner	26,654.00
Regional Planner	25,038.00
Transportation Plnr.	41,365.00
Office Manager/Bkkp.	44,201.00
Transit Prog. Mgr.	41,000.00
Total	<u>325,968.00</u>
Employer portion (4%)	<u>13,038.72</u>
Administrative Cost	<u>1,000.00</u>
Total Budget Amount	<u><u>14,038.72</u></u>

## Budget Detail - Expenditures

Other Expenses		Budget Amount
Office Cleaning	4,200	
Carpet Cleaning	1,000	
		<hr/> 5,200
D&O	2,600	
Liability	3,500	
Bonding	310	
		<hr/> 6,410
Training/Workshops/Sem./Conf.		
GIS/Computer Analysis Training	5,500	
Transportation/Planning Training	5,000	
Meetings	5,000	
Miscellaneous	2,500	
		<hr/> 18,000
Travel in State	18,000	
		<hr/> 18,000
Telephone/Postage		
Telephone/Cell Phone	3,000	
Postage	2,000	
		<hr/> 5,000
Equipment/Software Purchases		
ArcGIS one year	6,500	
SPSS Software	2,500	
CommunityViz	850	
McTrans Subscription (1 year)	1,750	
Antivirus	1,500	
Server	9,000	
QuickBooks/Payroll Upgrades	650	
Replacement Computer (2)	2,000	
Other Hardware/Software	2,000	
GPS Units	500	

## Budget Detail - Expenditures

### Other Expenses

		Budget Amount
Backup Drives	500	
Web Hosting	150	
		<hr/>
		27,900

### Dues/Subscriptions

APA Dues (5 members)	1,300	
COST	110	
CCM	100	
Chambers	1,500	
ICMA	706	
NARC	1,000	
CRPC	3,500	
HSEP	1,000	
Others	1,655	
Subscriptions	175	
Other	300	
		<hr/>
		11,346

### Accounting/Legal

Accounting	13,000	
Legal	2,500	
		<hr/>
		15,500

### Service Contracts/Equipment Maint.

Service Contract Copier	1,500	
Misc. Equipment/Rep./Maint.	2,000	
		<hr/>
		3,500

### Miscellaneous

Emp. Of the Quarter Program	400	
Holiday/Appreciation Dinner	2,000	
Other	3,600	
		<hr/>
		6,000

## Budget Detail - Expenditures

### Employee Insurances

Health, RX & Dental	Class	Total Cost	Employee Cost	Agency Cost
Executive Director	EE+1	30,931	2,670	28,261
Sr. Planner/IT Mgr.	EE	5,162	258	4,904
Transportation Plnr.	EE+1	14,685	1,130	13,555
Regional Planner	EE+1	15,746	1,105	14,641
Regional Planner	EE	5,162	258	4,904
Assistant Planner	Family	32,415	2,667	29,748
Office Manager/Bkkp	Family	32,415	2,667	29,748
Non-Coverage Allow		2,000	0	2,000
Medicare OFP		2,000	0	2,000
Total Budget Cost		140,516	10,755	129,761

Short Term Disability	Total Cost	Employee Cost	Agency Cost
Executive Director	850	85	765
Sr. Planner/IT Mgr.	250	25	225
Transportation Plnr.	485	49	437
Regional Planner	220	22	198
Regional Planner	220	22	198
Assistant Planner	220	22	198
Office Manager/Bkkp	293	29	264
Transit Program Mgr.	220	22	198
Total Budget Cost	2,758	276	2,483

Life Insurance 3,500

Total Budget Costs - Employee Insurances 135,744